



## Church of Hope Building Clean-Up Checklist

*Columbia City Church of Hope is a progressive faith community rooted in God's grace and acceptance where we work together toward justice, love, and wholeness.*

**To help us keep the building clean, please take care of the following items before leaving:**

- General clean up and tidying
- Wipe down any surfaces used
- Return any furniture moved back to original locations (as shown in the *Furniture Layout Map*)
- If using the kitchen, please wash and dry dishes, cups, utensils, etc.
- Take out excess garbage to bins (location shown in the *Building Map*)
- If last one using the building:
  - Lock all doors and access points that may have been used
  - Turn off any electrical equipment used (PA system, microphones, etc.)
  - Turn off lights
  - Lock outer doors
- Return key to lockbox

**We appreciate your assistance in keeping the Church tidy for our members and the rest of the community!**